



UNITED STATES MARINE CORPS

MARINE CORPS SYSTEMS COMMAND

2033 BARNETT AVE SUITE 315

QUANTICO, VIRGINIA 22134-5010

MARCORSYSCOM 3100.1A w/ch 1

CSA

14 Dec 95

MARINE CORPS SYSTEMS COMMAND ORDER 3100.1A w/ch 1

From: Commander  
To: Distribution List

Subj: TEMPORARY CANCELLATION OF OPERATIONS AND ADMINISTRATIVE  
DISMISSAL OF PERSONNEL DUE TO INCLEMENT WEATHER

Ref: (a) MCCDCO 3100.1C  
(b) MCBO P11210.1A

Encl: (1) List of commercial radio, television, and cable  
stations  
(2) List of closure or delay plans

1. Purpose. To establish procedures for temporary cancellation of all or part of operations at Marine Corps Systems Command (MARCORSYSCOM) and dismissal of military and civilian personnel during inclement weather.

2. Cancellation. MARCORSYSCOM 3100.1.

3. Information

a. Per reference (a), the Commanding General, Marine Corps Combat Development Command (MCCDC) is the administrative authority for the cancellation of all or part of operations for MCCDC and tenant activities. Reference (b) is provided as a reference point to accomplish all snow clearance operations and places particular emphasis upon reaction to those winter storms which adversely affect command operations.

b. Procedure of Notification

(1) During normal working hours the decision to cancel daily operations will be promulgated by the Commander, MARCORSYSCOM and will be passed via E-Mail or by Fast Response on Short Transmission Call.

(2) When the decision is made to cancel all or part of operations after normal working hours, instructions will be issued by the MCCDC Command Duty Officer (CDO) as received from the Commanding General, MCB. The CDO will immediately notify the Public Affairs Chief who will in turn request the stations listed in enclosure (1) to broadcast the appropriate announcements. Generally, announcements concerning Quantico will address two areas: The "Quantico School System" and "All Other Activities on

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MCCDC." MARCORSYSCOM falls under the category of "All Other Activities on MCCDC." MCCDC closure or delay plans are defined in enclosure (2), with MARCORSYSCOM's response to each plan.

(3) The information that is passed to the local media for announcement will be issued by MCCDC so that it generally will be broadcast starting no later than 0630. The rightful assumption can be made, that if there is no announcement concerning "All Other Activities on MCCDC" then you should proceed to work and continue to monitor your radio station.

(4) At all times common sense should prevail. Personnel are not expected to venture out in deteriorating weather conditions and jeopardize their safety and lives if they believe that conditions in their particular geographical area would make driving unsafe. Calls to immediate supervisors are appropriate in an instance where personnel are unable to proceed to work because of conditions encountered on a day when the work schedule at Quantico has not been modified or delayed.

c. Exceptions to Policy

(1) Military personnel assigned duties as watch standers (CDO, Area Officer of the Day, Duty Noncommissioned Officer, etc.) may not be dismissed or granted annual leave under the provisions of this Order and will remain at their place of duty or work until relieved by proper authority.

(2) When all operations at MARCORSYSCOM are cancelled during normal working hours, civilian employees will be released without charge to leave. When conditions are not considered serious enough to warrant cancellation of operations, civilian employees who desire to take annual leave will be permitted to do so for their own convenience, provided the cognizant supervisor approves.

4. Summary of Revision. This Revision reflects the current policy contained in reference (b).

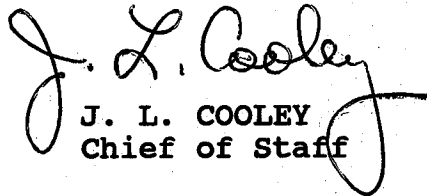
5. Action. Program managers and directors will:

a. Disseminate contents of, and ensure compliance with, the contents of this Order.

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b. Establish internal procedures to implement and pass the word of cancelled daily operations during inclement weather.

  
J. L. COOLEY  
Chief of Staff

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MARCORSYSCOM 3100.1A Ch 1  
CSA  
16 Jun 97

MARINE CORPS SYSTEMS COMMAND ORDER 3100.1A Ch 1

From: Commander  
To: Distribution List

Subj: TEMPORARY CANCELLATION OF OPERATIONS AND ADMINISTRATIVE  
DISMISSAL OF PERSONNEL DUE TO INCLEMENT WEATHER

Encl: (1) New page insert to MARCORSYSCOM 3100.1A

1. Purpose. To transmit a new page insert and direct a pen change to the basic Order.

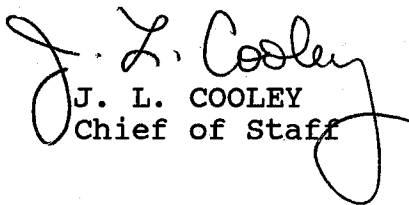
2. Action

a. Remove enclosure (1) of the basic Order and replace with the corresponding page contained in the enclosure.

b. Promulgation page, change reference (b) to read "MCBO P11210.1A."

3. Change Notation. Paragraphs denoted by an asterisk (\*) symbol contain changes not previously published.

4. Filing Instructions. File this Change transmittal immediately behind the signature page of the basic Order.

  
J. L. COOLEY  
Chief of Staff

DISTRIBUTION: A

LIST OF COMMERCIAL RADIO, TELEVISION, AND CABLE STATIONS

1. The following radio and television stations are the primary sources for the announcement of Marine Corps Combat Development Command cancellations.

Radio

FM 95.5 WPGC Washington, DC  
AM 1350 WFLS Fredericksburg  
AM 1500 WTOP Washington, DC  
AM 1480 WPWC Dumfries  
FM 105.9 WJZW Alexandria  
AM 1310 WDCT Fairfax  
AM 1230 WFVA Fredericksburg  
AM 630 WMAL Washington, DC  
FM 107.3 WROX Washington, DC  
FM 107.7 WRCY Washington, DC  
AM 730 WBZS Alexandria  
\*FM 106.7 WJFK Washington, DC  
\*FM 93.9 WKYS Washington, DC

Television

Channel 3 Cable  
Channel 4 WRC TV Washington, DC  
Channel 5 WTTG TV Washington, DC  
Channel 7 WJLA TV Washington, DC  
\*Channel 8 News Springfield, VA  
Channel 9 WUSA TV Washington, DC  
Channel 49 Base Cable MCB, Quantico

ENCLOSURE (1)  
Ch 1 (16 Jun 97)

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LIST OF CLOSURE OR DELAY PLANS

1. The below listed foul weather operating conditions and definitions are provided for information. All announcements made via television and radio during snow emergencies will include the operating condition.

GREEN: Base open for normal business.

YELLOW WITH LIBERAL LEAVE: Open for normal business but liberal leave may be granted.

YELLOW WITH DELAYED ARRIVAL: Reasonable delay (no more than two hours) because of weather. Early arrival not advised.

YELLOW WITH TIME OPENING: Base will not open until time specified. Early arrival not advised.

RED: Base closed. Severe weather.

ENCLOSURE (2)